

<b>Position Requirements Document Cover Sheet</b>		<b>Position Number: 12811</b>																																										
<b>Classification:</b> Interdisciplinary, NH-****-III <b>Opt (1):</b> Computer Engineer, 0854; CL:313A <b>Local Title:</b> <b>Opt (2):</b> Electronics Engineer, 0855;CL: 313B <b>Employing Office Location:</b> Orlando, Florida <b>Opt (3):</b> Operations Research Analyst, 1515; CL: 313C <b>Duty Station:</b> Orlando, FL <b>Opt (4):</b> Computer Scientist, 1550; CL: 313D																																												
<b>Org Info:</b> <b>Agency:</b> Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) <b>1<sup>st</sup> Div:</b> Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) <b>2<sup>nd</sup> Div:</b> Project Support Group <b>3<sup>rd</sup> Div:</b> Engineering Driectorate <b>4<sup>th</sup> Div:</b>																																												
<b>Supervisor's Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>Immediate Supervisor:</b> Edwin A. Trier																																												
<b>Title:</b> Director, Research and Engineering																																												
<b>Signature:</b> _____/s/_____		<b>Date:</b> 4/8/03																																										
<b>Higher Supervisor or Manager:</b> _____																																												
<b>Title:</b> _____																																												
<b>Signature:</b> _____		<b>Date:</b> _____																																										
<b>Classification/Job Grading Certification:</b> I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.																																												
<b>Classification Official:</b> Sharon Hightower																																												
<b>Title:</b> Chief, Human Resource Management Division																																												
<b>Signature:</b> _____/s/_____		<b>Date:</b> 4/4/03																																										
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<b>Citation 1:</b> USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988 <b>Citation 2:</b> USOPM PCS for Electronics Engineering Series, GS-0855TS-3 February 1971 <b>Citation 3:</b> USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988 <b>Citation 4:</b> USOPM Handbook of Occupational Groups and Families August 2002, GS-0801 Series Definition <b>Citation 5:</b> AWF, PDP, BLD, Federal Register, Volume 64, Jan 99																																												
<b>Top Secret Clearance with SCI Required</b>																																												

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

I. Organization information:

Position is located in a Division of the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH-\*\*\*\*-III.

Opt: Computer Engineer, 0854

Opt: Electronics Engineer, 0855

Opt: Operations Research Analyst, 1550

Opt: Computer Scientist, 1550

III. Duties:

Incumbent will perform a dual responsibility as both the lead engineer and product director (LE-PD) for the assigned simulation product line or family. In this LE-PD capacity, the incumbent is responsible for the cost, schedule and performance associated with the assigned product(s). The incumbent must be technically qualified to lead all system and software engineering required to support the acquisition and life cycle management of the assigned STRICOM simulation products. Duties involve the design, integration, test and project management of complex simulation product lines, composed of simulation and instrumentation hardware, computers, software, and interfaces, which may be utilized for multiple STRICOM developments and DETD customers. Sample product lines would include, but not be limited to, synthetic natural environment products and command, control, communications, computers and intelligence (C4I) simulation modules.

Provides both programmatic and technical evaluation of contractor's performance and is overall lead for the Government's multi-disciplinary acquisition team (engineers, logisticians, budget analysts and contract specialists). Serves as lead programmatic and technical representative at progress reviews, design reviews, acceptance testing and technical/budget interchange meetings with contractors. Serves as the Contracting Officer's Representative (COR), provides programmatic and technical guidance and clarification to contractor on Work Statement (WS), specification and Contract Data Requirements

List (CDRL) and takes corrective action when required. Consults with Subject Matter Experts (SMEs) to obtain programmatic or technical guidance relating to on-going projects. Addresses contractor needs, questions and change proposals regarding technical, cost and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps engineering and project management, customers, users and other team members informed of project status, conducting quarterly reviews with shareholders of assigned product line(s). Creates and updates strategic and execution plans for product line development and growth. Provides programmatic and technical requirements continuity from concept through design, test and fielding.

2. As the leader of one or more project teams, assumes overall responsibility for both programmatic and technical sections of acquisition packages (Task Orders or Requests for Proposal - RFP) for assigned product line(s) which includes technical performance and verification specifications, WS, CDRL, contract schedule and proposal evaluation plan. Supports the defense or justification of acquisition packages to the acquisition authority. Evaluates contractors' proposals for overall content, applicability to RFP, value and schedule impact. As the leader of the evaluation team, prepares summary proposal evaluation reports; defends and justifies for acquisition authority. Clarifies and evaluates contractor final proposals and makes recommendation to acquisition authority for award of contract. Serves as the overall lead on concept formulation effort by performing or managing the required business planning and engineering functions to explore and formulate materiel concepts for STRICOM's systems in accordance with the using organization's operations requirements document. Reviews, analyzes, and clarifies requirements and documentation through formal and informal meetings and discussions with SMEs. Conducts market surveys and analyzes make/buy decisions. Prepares trade-off determinations (TOD), trade-off analysis (TOA), best technical approach (BTA), coordinated tests plan (CTP), decision documents, acquisition strategies and associated resource and budget estimates. Coordinates, through meetings and discussions with various user representatives, the STRICOM position with rationale to attain a mutually agreeable best technical approach. Supports fielding and sustainment of STRICOM systems through Engineering Change Proposals (ECPs), modification reviews and analysis by providing recommendations on these actions. Serves as overall lead on the acquisition of existing systems under the foreign military sales program.

3. Serves as SME providing advice, consultation and technical documentation (synopses and point papers) to engineers, project directors and management on designated specialty areas as required. Some possible specialty areas include: C4I simulation, synthetic natural environments; horizontal integration and management of product line across diverse customer spectrum; product-line development techniques; requirements engineering; artificial intelligence (expert systems, computer generated forces, intelligent tutoring systems and natural language applications); embedded training; command and control; distributed processing; communications (analog, digital and networks); lasers; electro optics; visual simulation (displays, data base modeling and image renderings); security; targets; computer systems and languages/techniques (ADA, object oriented design); testing of components, subsystems, and systems. Evaluates and executes Small Business Innovation Research (SBIR), Advanced Concepts and Technology Phase 2 (ACT II), and Broad Agency Announcements (BAA) proposals related to virtual, constructive and live simulation, simulators, training systems and instrumentation requirements. Analyzes programmatic and technical, cost and schedule risks. Supports the BAA, ACT II, SBIR development as the subject matter expert. Supports the development of the long-range technology program plan for STRICOM. Serves as the application champion for technology development associated with assigned product line. Evaluates and executes technology base proposals related to virtual, constructive and live simulation, simulators, training systems and instrumentation. Analyzes technical, cost and schedule risks. Monitors resources and develops efforts of awarded proposals. Reviews industry's Independent Research and Development (IR & D) and makes recommendations on applicability to the STRICOM mission.

Performs other duties as assigned.

#### IV. Factors:

Factor: 1. - Problem Solving                      Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.

Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation    Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations        Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision    Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication                      Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor:        6. - Resource Management              Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Incumbent must be able to obtain and maintain a Top Secret with SCI security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, And Abilities (Ksas) For Qualification Purposes.**

Knowledge of systems engineering, high-level architectures, operations research analysis, computer software and hardware principles

Ability to plan and execute complex, multi-faceted projects  
Within established financial time constraints

Knowledge of software management techniques to include software requirements analysis and object-oriented design methodologies, software metrics, software reuse, software documentation, ADA, independent verification and validation (IV&V) criteria, and post deployment software support (PDSS) criteria

Knowledge of the application of current engineering technology,  
As identified for SMEs

Knowledge of Department of Defense (DoD) material acquisition  
Process

Ability to organize and lead project teams

Knowledge of current modeling and simulation principles,  
techniques, processes, regulations and policies

Knowledge of acquisition, development fielding and life  
Cycle support of simulators, simulations, training and  
Instrumentation systems

Knowledge of test engineering and management techniques  
including Test and Evaluation Master Plan (TEMP) development and  
coordination through the Test Integration Working Group (TIWG)  
process